

PERSONNEL/HUMAN SERVICES COMMITTEE

AGENDA

TUESDAY, AUGUST 16, 2016

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- | | | |
|-------|---------------|---|
| I | CALL TO ORDER | |
| II | ROLL CALL | |
| I - 3 | III | MINUTES (7/19/16) |
| | IV | PUBLIC INPUT |
| | V | PETITIONS AND COMMUNICATIONS |
| 4- 5 | A. | Animal Control Director - Renewal of Agreement with Bay Arenac Intermediate School District (Seeking approval of 2 year renewal Agreement; authorization for Board Chair to sign proposed resolution attached) |
| 6- 7 | B. | Health Director - Agreement(s) with Nurse Practitioners (Seeking authorization to enter into Agreements with Nurse Practitioners to maintain and expand clinical operations proposed resolution attached) |
| 8-11 | C. | Personnel Director - Vacancies (Seeking authorization to post/fill - proposed resolution attached) |
| | I. | Juvenile Home - Youth Development Workers (3) (part time, \$14.18/hr. entry) |
| | 2. | Division on Aging - Case Management Worker (part time, \$17.92/hr. entry) |
| | VI | REFERRALS |
| | VII | UNFINISHED BUSINESS |
| | VIII | NEW BUSINESS |
| | IX | MISCELLANEOUS |
| | X | ANNOUNCEMENTS |
| | XI | ADJOURNMENT |

PLEASE NOTE: THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/ DIVISION HEAD PLACING AN ITEM ON THIS AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.

PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

MEETING OF THE PERSONNEL/HUMAN SERVICES COMMITTEE ON TUESDAY, JULY 19, 2016, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:05 P.M. by Chair Lutz.

Roll call:

MOTION NO.

COMMISSIONERS PRESENT		1	2	3	4	5	6	7	8	9	10	11
MICHAEL E. LUTZ, CHAIR	P	Y	Y	Y	Y	Y	Y	Y	Y			
DONALD J. TILLEY, VICE CHAIR	P	Y	S/Y	M/Y	Y	M/Y	Y	Y	S/Y			
MICHAEL J. DURANCZYK	P	M/Y	Y	Y	Y	Y	Y	S/Y	M/Y			
VAUGHN J. BEGICK	P	S/Y	Y	Y	S/Y	Y	Y	Y	Y			
KIM COONAN	P	Y	M/Y	Y	M/Y	S/Y	M/Y	M/Y	Y			
THOMAS C. HEREK	P	Y	Y	Y	Y	Y	Y	Y	Y			
ERNIE KRYGIER, EX OFFICIO	P	Y	Y	S/Y	Y	Y	S/Y	Y	Y			

MOTION NO.

COMMISSIONERS PRESENT		12	13	14	15	16	17	18	19	20	21	22
MICHAEL E. LUTZ, CHAIR												
DONALD J. TILLEY, VICE CHAIR												
MICHAEL J. DURANCZYK												
VAUGHN J. BEGICK												
KIM COONAN												
THOMAS C. HEREK												
ERNIE KRYGIER, EX OFFICIO												

MOTION NO.

COMMISSIONERS PRESENT		23	24	25	26	27	28	29	30	31	32	33
MICHAEL E. LUTZ, CHAIR												
DONALD J. TILLEY, VICE CHAIR												
MICHAEL J. DURANCZYK												
VAUGHN J. BEGICK												
KIM COONAN												
THOMAS C. HEREK												
ERNIE KRYGIER, EX OFFICIO												

OTHERS PRESENT: T.HICKNER, C.GIGNAC, D.RUSSELL, A.JOHNSON, J.HISTED, T.JERRY, J.MILLER, K.MEAD, L.OGAR, J.MORSE, M.MCFARLIN, T.PUTT, M.MCCRARY, J.STRASZ, C.IZWORSKI, T.ROEIRS, N.PAIGE, K.PRIESSNITZ, D.BERGER

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN; E-EXCUSED; A-ABSENT

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**PERSONNEL/HUMAN SERVICES COMMITTEE
MINUTES
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MOTION NO.

NOTE: In addition to these typed minutes, this Committee meeting was also video taped and those tapes are available for review in the Administrative Services Department or can be viewed on Bay County's website www.baycountymi.gov/executive/videos.

- 1 MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE JUNE 21, 2016 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

Public input was called with no one wishing to address the Committee.

- 2 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE REGION VII FY 2017-2019 MULTI-YEAR AND ANNUAL IMPLEMENTATION PLAN (NOTE: APPROVED BY THE FULL BOARD AT A MEETING IMMEDIATELY FOLLOWING THE P/HS COMMITTEE MEETING.)**
- 3 MOVED, SUPPORTED AND CARRIED TO AUTHORIZE THE BOARD CHAIR TO EXECUTE THE LETTER TO THE U.S. DEPARTMENT OF JUSTICE REQUESTING EXTENSION OF GRANT TO 9/30/16 (PROBATE COURT) (NOTE: APPROVED BY THE FULL BOARD AT A MEETING IMMEDIATELY FOLLOWING THE P/HS COMMITTEE MEETING).**
- 4 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE SUB-AWARD AGREEMENTS WITH SAGINAW VALLEY STATE UNIVERSITY REGARDING THE UNIVERSITY CLINIC (HEALTH DEPT.).**
- 5 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL VACANCIES AT THE SHERIFF DEPARTMENT, I.E. RECORDS SPECIALIST; ROAD PATROL DEPUTY; CORRECTIONAL FACILITY OFFICERS (2) (PERSONNEL DEPT.).**
- 6 MOVED, SUPPORTED AND CARRIED TO RECEIVE INFORMATION PROVIDED RE RECLASSIFICATION OF USW MAINTENANCE IV (TU08) POSITION TO MAINTENANCE - LAW ENFORCEMENT CENTER (TU09) EFFECTIVE 7/1/2016 (PERSONNEL DEPT.).**

**PERSONNEL/HUMAN SERVICES COMMITTEE
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MOTION NO. _____

- 7 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A CASE MANAGEMENT WORKER VACANCY IN THE ELDER ABUSE PREVENTION PROGRAM THROUGH THE DIVISION ON AGING (PERSONNEL DEPT.).**

Commissioner Begick noted that James Robert Redford was in town explaining what can be done in this area to further assist veterans. Bay County lost a state position that assisted veterans and it doesn't look like that will be reinstated. Per the Director of Administrative Services Debra Russell the part time position the Board authorized to assist veterans should be filled by next week. The position has been offered to a candidate and the required contract is being drafted.

There being no further business, it was

- 8 MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:20 P.M.).**

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**

BAY COUNTY ANIMAL CONTROL

THOMAS L. HICKNER

Bay County Executive

www.baycounty.mi-gov



DEBRA RUSSELL, Director
Administrative Services Department

MICHAEL HALSTEAD

Animal Control Manager

halsteadm@baycounty.net

800 Livingston, Bay City, MI 487078

989-894-0679 Phone 989-894-0129 Fax

TDD (hearing impaired) 989-895-4049

TO: Michael Lutz, Chairman, Personnel Services Committee

FROM: M. F. Halstead, Manager, Bay County Animal Control *MFH*

DATE: August 9, 2016

SUBJECT: Renewal of Agreement for Student Work Exploration Opportunities
Between Bay County and Bay/Arenac Intermediate School District
(BAISD) for the Veterinary Science Program

BACKGROUND: Bay County Animal Control will provide both cats and/or dogs from Shelter inventory for the purpose of their Sterilization and rabies vaccination at no charge. Students will observe stated action(s) as a part of their curriculum.

FINANCE/ECONOMICS: No impact.

RECOMMENDATION; Approve the renewal of the described contract between Bay County and Bay/Arenac Intermediate School District.

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BAY COUNTY BOARD OF COMMISSIONERS

SEPTEMBER 13, 2016

RESOLUTION

- BY: PERSONNEL/HUMAN SERVICES COMMITTEE (8/16/16)
- WHEREAS, In cooperation with Bay Arenac Intermediate School District, the Bay County Animal Control Manager is requesting of renewal of an Agreement for Student Work Exploration Opportunities which enables the BAISD Career Center Veterinary Science Program to enhance career exploration for students in its Veterinary Science Program; and
- WHEREAS, This Agreement allows high school students to learn about veterinary science in a fully functioning, operational state-of-the-art veterinary clinic under direct veterinarian supervision to provide neutering/spaying services to a limited number of adoptable animals from the Animal Control facility; and
- WHEREAS, The terms of this Agreement were originally negotiated by Bay County Corporation Counsel and BAISD's attorney in 2009 with 2 year renewal in 2012; and
- WHEREAS, No additional costs will be incurred as a result of this 2-year contractual arrangement; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners approves the Bay-Arenac Intermediate School District Agreement for Student Work Opportunities for a period of the 2016-2017 and 2017-2018 school years and authorizes the Chairman of the Board to execute said Agreement and all related documents on behalf of Bay County following legal review/approval.

MICHAEL E. LUTZ, CHAIR
AND COMMITTEE

Administrative Services - Animal Control-BAISD Agt - 2016-2018

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

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www.baycounty-mi.gov/Health

Thomas L. Hickner
Bay County Executive

Joel R. Strasz
Public Health Director

TO: Michael Lutz, Chairperson, Personnel/Human Services Committee
FROM: Joel R. Strasz, Health Director
DATE: August 10, 2016
CC: Tom Hickner, Kim Priessnitz, Amber Johnson, Shawna Walraven, Mark Pickell
RE: Authorization to Enter Into Agreement with Nurse Practitioners

BACKGROUND:

Since 2014, the Health Department has partnered with Saginaw Valley State University on the University Clinic. In July, the University obtained two grants from HRSA (the Health Resources Services Administration) to expand services. To ensure that these needs due to expansion are met, the Health Department wishes to enter into contracts with up to four Nurse Practitioners so that clinical operations can be maintained and expanded.

FINANCE AND ECONOMICS:

There are no economic considerations, as funding for Nurse Practitioner Services has already been budgeted via the grant agreement and through anticipated revenues, and can be utilized to pay all fees associated with the Independent Contractor Agreement(s).

RECOMMENDATION:

The Health Department recommends, with Corporation Counsel review, Board authorization of the Independent Contractor Agreement(s) for the said Nurse Practitioners as well as any budget adjustments relating to these Agreements.

BAY COUNTY BOARD OF COMMISSIONERS

SEPTEMBER 13, 2016

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (8/16/16)

WHEREAS, Since 2014, the Health Department has partnered with Saginaw Valley State University on the University Clinic; and

WHEREAS, In July, the University obtained two grants from HRSA (the Health Resources Services Administration) to expand services and, to ensure that these needs due to expansion are met, the Health Department wishes to enter into contracts with up to four Nurse Practitioners so that clinical operations can be maintained and expanded; and

WHEREAS, There are no economic considerations as funding for Nurse Practitioner Services has already been budgeted via the grant agreement and through anticipated revenues, and can be utilized to pay all fees associated with the Independent Contractor Agreement(s); Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Nurse Practitioner Agreements and authorizes the Chairman of the Board to execute said Agreements on behalf of Bay County following legal review/approval; Be It Finally

RESOLVED That budget adjustments relating to these specific Agreements, if required, are approved.

MICHAEL E. LUTZ, CHAIR
AND COMMITTEE

Health Dept - Nurse Practitioner Agreements

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____



**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tiffany Jerry, Director
jernt@baycounty.net
(989) 895-4096 (T)
(989) 895-2076 (F)

To: Michael Lutz, Chair, Personnel/Human Services Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations

Date: August 10, 2016

Re: Personnel/Human Services Committee Agenda

Please consider the following for the agenda of your committee meeting scheduled for August 16, 2016.

1. Request (Vacancy):

Juli Reynolds has submitted a request to post and fill 3 Part-time Youth Development Worker positions at the Juvenile Home.

Background:

The vacancies exist due to the resignation of 2 part-time staff members and 2 other staff members are currently on extended leaves of absence.

Finance/Economics:

The positions are part-time with limited benefits as provided for within the USW Part-time labor agreement (union membership is voluntary). Rate of pay is \$14.18 per hour entry, progressing to \$16.89 after 6 years (TS07). Funds exist within the 2016 budget.

Recommendation:

Recommend approval to post and fill 4 part-time Youth Development Worker positions and upon approval to make any necessary budget adjustments.

2. Request (Vacancy):

Division on aging supervisors have submitted a request to post and fill a part-time Case Management Worker position.

Background:

The vacancy exists due to an inter-departmental transfer of an employee to the full-time Abuse in Later Life position.

Finance/Economics:

This is a part-time BCAMPS position (up to 29 hours per week/union membership is voluntary) with limited benefits. \$17.92 per hour entry, progressing to \$20.46 per hour after 3 years (BT05). No general fund dollars will be used and funds exist within the 2016 Division on Aging budget.

Recommendation:

Recommend approval to post and fill the part-time Case Management Worker position with the Division on Aging.

Thank you for considering the items listed above and approving any necessary budget adjustments; if you have any questions, please feel free to contact me.

cc: Tom Hickner
Bob Redmond
Deb Russell
Amber Davis-Johnson
Shawna Walraven
Wanda Behmlander
Kathy Barcia
Joel Strasz
Tammy Roehrs
Elizabeth Eurich
Jessica Somerlott



BAY COUNTY

Juvenile Home

Phone: (989) 892-4519

Fax: (989) 892-4419

520 West Hampton Road, Essexville, MI 48732

Thomas L. Hickner
Bay County Executive

Juliann Reynolds
Director

Nancy Fischer
Administrative Supervisor

TO: Tiffany Jerry, Personnel and Employee Relations
FROM: Juli Reynolds *all*
DATE: August 9, 2016
RE: Request for Personnel Agenda

Request

Post and fill 3 Part Time Youth Development Workers

Background

Two part time employees have moved on to other employment opportunities. Two other part time employees are on extended leave.

Finance

This position is currently budgeted and no additional funds are necessary. This is a part time position with variable hours and limited benefits at \$14.18 entry progressing to \$16.89 after two years. USW 15157-13(TS07)

Recommendation

Favorable recommendation to the full Board so that the positions may be filled.

BAY COUNTY BOARD OF COMMISSIONERS

SEPTEMBER 13, 2016

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE 8/16/16)

RESOLVED By the Bay County Board of Commissioners that concurrence is given to post/advertise/fill the following full time/part time/temporary/seasonal or co-op positions/vacancies/new positions, monies for said positions to come from the respective departmental budgets:

1. Juvenile Home - Three (3) Youth Development Workers (part time; \$14.18/hr entry)
2. Division on Aging - Case Management Worker (part time; \$17.92/hr. entry)

RESOLVED That budget adjustments, if required, are approved; Be It Further

RESOLVED That it is clearly understood that any positions funded through a grant shall be terminated or hours reduced if grant funding is terminated or reduced.

**MICHAEL E. LUTZ, CHAIR
AND COMMITTEE**

Vacancies - September

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

 ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
 VOICE: YEAS _____ NAYS _____ EXCUSED _____

 DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____

-11-